



Associate Management Auditor

We're looking for energetic, creative, and talented employees to join our dynamic organization! Our mission is to administer and enhance energy and community service programs that result in an improved quality of life and greater self-sufficiency for low-income Californians. If you are looking for an opportunity to make a difference and you are motivated to use your knowledge and experience to build a challenging and satisfying career – look no further! The CSD strives to create a work environment that supports the growth and development of its employees and recognizes the contribution of each individual. We are located within walking distance of many restaurants and offer FREE Parking! What are you waiting for? Apply today!

Salary

\$4,829 - \$6,350

Final Filing Date

September 14, 2015

Applications postmarked after the Final Filing Date and applications submitted via e-mail will not be accepted.

Position Location

Administrative Services Division –
Audit Services Unit
Sacramento – Natomas Area

Position Number

016-170-4159-709

Reference Bulletin #15-009 in the “Job Title” section of the State Application, Std. 678

Who Should Apply

Applicants must be state employees who are currently in the Associate Management Auditor classification or have current list or transfer eligibility for appointment to this class. Applications will be screened for eligibility and only those that best meet the requirements of the job will be considered. Appointment is subject to SROA/Surplus provisions.

Send Application To

Department of Community Services and Development
Attn: Human Resources (#15-009)
2389 Gateway Oaks Drive #100
Sacramento, CA 95833

Questions About the Job

Careers@csd.ca.gov
(916) 576-4368

Duties

Under the supervision of the Staff Management Auditor, the Associate Management Auditor's responsibilities include:

- Independently, or as a member of an audit team, plan, prepare, conduct, and complete audits of CSD's local contracted agencies.
- Ensure federal and state funds administered by the Department of Community Services and Development are expended in compliance with all applicable federal and state laws and regulations, Office of Management and Budget (OMB) Circulars, and government accounting principles.
- Perform audit and compliance tasks to administrative enforcement actions to recover disallowed costs, and work with the program division managers to provide timely and effective corrective actions or other recommendations to management to address findings of noncompliance.
- Research and draft policies and procedures on issues of compliance to ensure consistent and objective treatment of findings of noncompliance.
- Develop and deliver regular training and technical assistance both to local grantees and to program staff within the Department, to ensure adequate knowledge of the fiscal requirements and other financial best practices.
- Respond to audit inquiries from control agencies, including federal and state auditors, and develop and implement corrective actions to eliminate deficiencies identified by those entities.
- Travel required throughout California (at least 50% time)

Desirable Qualifications

Applicants applying for this position should have:

- Have good customer service and interpersonal skills.
- Have strong written and verbal communication skills.
- Have strong analytical and organizational skills.
- Have the ability to handle multiple projects simultaneously.